

EYES ONLY

CONFIDENTIAL

MINUTES OF THE FOURTEENTH FDD CAREER SERVICE BOARD MEETING

16 May 1957

All members present.

25X1A [REDACTED] submitted the following for the information and review of the Board:

An inquiry was made about the fact that when FDD personnel have retaken an FDD language exam and have obtained a higher grade, would it be possible to permanently remove the old exam from their file. The consensus of the Board was to continue to offer facilities to the individuals in the Division who wish to retake language exams. It was decided that [REDACTED] would retain all language exams and that under no circumstances would the old exams be discarded.

25X1A

The following Foreign Language Aptitude tests are scheduled within the coming week:

25X1A [REDACTED]

25X1A [REDACTED]

[REDACTED] as applied for off-duty language training in Elementary French Reading.

25X1A Training will be in a position to provide a typing course for professionals [REDACTED] around September.

25X1A The proposed FDD Refresher Course could be given on a full-time, 5-day or half-time, 10-day basis. The OO/C course on which it was based was given to grades 12 and above; [REDACTED] of Training said its level was quite high enough for the management level. The quarters he suggests, in Alcott Hall, would accommodate about 20 people comfortably.

The FDD Italian Grammar and Reading Course is tentatively scheduled to meet Tuesdays and Fridays from 0930 to 1130 beginning 9 July.

Nominations should be made as soon as possible for the FDD Intensive Rumanian Reading course, full-time, starting 20 May, and the FDD Intensive Polish Reading Course, full-time, starting 27 May.

25X1A

An elementary Spanish off-duty course, as requested by [REDACTED] has been announced to begin 27 May, meeting Mondays and Wednesdays, 1730 to 1930 and Fridays, 1730 to 1830, running for 16 weeks. 7 hours of lab per week, to be done evenings or Saturdays, are required.

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[REDACTED] announced that [REDACTED] is scheduled to attend the IOC, 27 May - 21 June.

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The Board recommended and the Chairman approved requests for external training for [REDACTED] to attend [REDACTED] from 18 June - 9 August 1957, to take Physics - Elementary Electricity and Magnetism, at a cost for each of \$62.

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[REDACTED] stated that the planned training estimate for June is 2344 hours as compared to the 5% estimate of 2288.

The Secretary reviewed a memorandum from the Director of Training to all Operating Officials dealing with the Foreign Country Language Study.

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The Chairman announced the establishment of a Clerical Assignment Committee for consideration of clerical personnel positions. This Committee is chaired by [REDACTED] and consists of the Secretary as standing member and the branch chief concerned. They will make their recommendations to the FDD Career Service Board. [REDACTED] recommended and the Board approved the acceptance [REDACTED] for the GS-6 secretarial position in the Eastern Europe Branch.

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Career Preference Outlines were reviewed on [REDACTED] with no added comments.

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[REDACTED] informed the Board that [REDACTED] had submitted a request for reassignment to OBI.

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The Board approved the promotion on a temporary basis of [REDACTED], presently detailed to [REDACTED] with a contingency that he accepts this promotion with the full understanding that upon his return to FDD he will have to revert to Grade GS-11 if there is no position of GS-12 unencumbered within his qualifications at that time.

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The Secretary stated that [REDACTED] requested to be considered for a position with OSI in answer to three OSI vacancy notices. The Board approved the nomination to the position that she is most qualified for as determined by the Secretary who will review her qualifications accordingly.

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The Board approved the promotion of [REDACTED] from GS-11 to GS-12.

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The Chairman announced the planned transfer of [REDACTED] to the [REDACTED]

25X1A

[REDACTED]  
Secretary